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IDENTIFIERS	*Business and Technician Education Council; *United Kingdom

ABSTRACT

This package contains a paper summarizing the aims and services provided by the Business and Technician Education Council (B/TEC). Established to advance the quality and availability of a wide range of employment-related education to persons in the United Kingdom who are studying at or beyond the equivalent of the American associate-degree level, B/TEC is empowered to establish educational qualifications and criteria for awarding them, approve colleges or institutions, and validate particular courses. Also included in the package are seven summary sheets that provide basic information about getting a job in the following occupational areas: business, distribution, public administration, engineering, hotel and catering, construction, science, finance. Each of these information sheets contains some or all of the following: a discussion of skills needed by persons employed in the given occupation, ways in which B/TEC can help entry workers and currently employed individuals prepare for employment in the occupation, information concerning where and how to enroll in courses needed, course requirements, and sources of further information. (MN)

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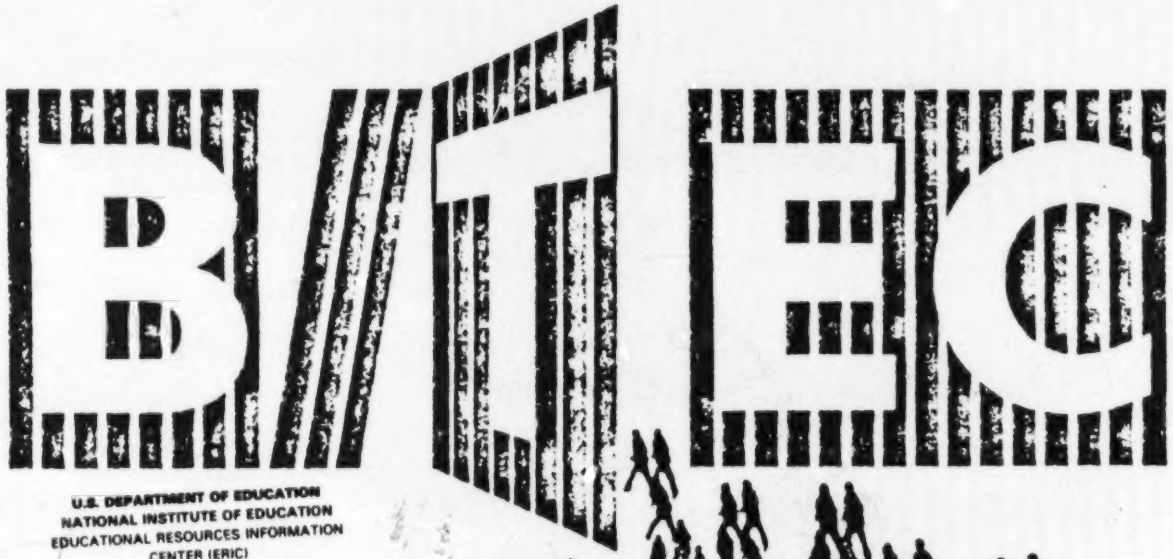

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BUSINESS & TECHNICIAN EDUCATION COUNCIL
LONDON, ENGLAND

PURPOSE

1. The Business & Technician Education Council (BTEC) was established by the Secretary of State for Education & Science (a senior Minister in the UK Government), to advance the quality and availability of a wide range of employment-related education, to the mutual benefit of the students, their current and future employers, and the nation.

LEGAL STATUS & FUNDS

2. The Council is a Company Limited by Guarantee without Share Capital, an Educational Charity and financially self-sufficient from student registration fee income. Turnover: £7m Sterling per annum.

OUTCOME

3. The Council achieves its purposes by exercising its authority to:

   3.1 establish educational qualifications;

   3.2 the criteria for awarding these qualifications;

   3.3 approve colleges or institutions (centres) which have appropriate staff, equipment and learning resources to operate the programme of study leading to qualifications;

   3.4 validate particular courses devised by centres which lead to BTEC qualifications. ("validate" = examine and ratify)
   (NB Centres may be colleges (mainly public but also private): company training centres; schools).

AIMS

4. To fulfill its remit, Council:

   4.1 promotes the provision of education and training for employees and potential employees which meets the changing needs of industry, commerce and the public services, and which provides students with an intellectual challenge;

   4.2 encourages centres to prepare students for, and achieve success in, their working lives by:

   - providing opportunities to study for a qualification nationally accepted as a valid and credible endorsement of useful and relevant achievement;

   - developing skills and personal qualities of general importance and applicability to all aspects of working life;

   - promoting self-confidence in their ability to cope with their current or future studies and working life;

   4.3 makes its educational provision widely available and accessible, and widely recognised as valuable and relevant, while maintaining a consistent quality standard;

4.4 provides as much guidance and expert help to the staff responsible for teaching and administering its courses as they can reasonably expect in order to assist them to meet course objectives.

SCOPE

5. The Council covers the whole range of work-related studies from A-Z, literally Agriculture to Zoology. To oversee its work and to liaise with industry, commerce, trade unions and centres in a sensible way, the Council has appointed nine Boards and some other Committees. These are shown in Annex A to this paper. The purposes of each Board are:

5.1 to ensure, in collaboration with industry and education, that suitable work-related BTEC courses and units of study are developed and available, to appropriate national standards and consistent with BTEC objectives and policies, so that each sector of employment can be provided with a supply of effectively prepared manpower for occupations within the Board's scope;

5.2 to keep the Council up to date on trends and developments in education, industry and commerce and to determine their implications for BTEC so that BTEC courses, awards and policy are maintained in tune with the needs of the sector of employment within the Board's scope;

5.3 to monitor and review, on behalf of the Council, the overall provision of courses and awards within the Board's areas of interest so that the quality of the provision is maintained in a manner consistent with BTEC's educational objectives.

OFFERINGS

6. The Council's remit means that it is involved with vocational education for those in the later years of compulsory school education studies which are the equivalent of American Associate Degrees, as well as Post Experience, Post Graduate studies for older people. The different types of BTEC qualification are indicated by the titles:

BTEC General Certificate/Diploma
BTEC National Certificate/Diploma
BTEC Higher National Certificate/Diploma
BTEC Continuing Education Certificate/Diploma.

7. A brief description of the entry requirements, duration and outcome of courses leading to each of the four distinctive types of qualification is given in Annex B. Programmes of study leading to these qualifications can be either a "Grouped Course" which have varying degrees of coherence and interlinking between the developing subjects within the course, eg Biotechnology, Business Studies, Information Technology; or an accumulation of units of study, eg Engineering, allowing greater flexibility for student progression and credit for prior achievements by the student through work experience or alternative study.

8. Alternatively, students can take individual or a small number of units of study without committing themselves to a course leading to a qualification. When a student has achieved the outcome of one or more of these units, this is formally acknowledged by the issue of a BTEC Record of Success for the unit or units.

QUALITY ASSURANCE AND CONTROL

9. Implicit in the Council's purpose is the need to ensure that BTEC qualifications are recognised by employers, employees, educational institutions and professional bodies, as having a national consistent standard, college to college, year to year, subject to subject, for a particular level of qualification. The BTEC qualification provides a 'transfer ticket' to the student and a 'calibrating stick' of student achievement for the employer. The credibility of the Council in the marketplace rests upon its ability to deliver a consistency of standard for BTEC qualifications and the relevance to employment of courses leading to those qualifications.

10. The BTEC quality assurance and control systems must, therefore, look to the content and implemntation of courses leading to its qualifications so that they reflect the changing needs of industry and commerce whilst providing a sound intellectual challenge and a firm educational basis on which employees can build during their subsequent working life.

11. Basically, there are three critical and important places where BTEC can exercise its quality assurance role without overburdening the system with too much red-tape:

11.1 Approval

(a) Before any centre can start a course or unit leading to a BTEC qualification or Record of Success, that centre must apply to the Council for permission to run the course or unit.

(b) If the centre has devised the course or unit using BTEC guidance, the centre resources in the form of staff, equipment, accommodation, etc, as well as the course content and information about its proposed implementation, are scrutinised by BTEC. Then, usually after some lengthy and detailed discussion involving modifications and conditions, the centre will be allowed to run the course during a given number of years up to a maximum of five.

(c) If, however, the centre wishes to offer a course using BTEC-provided syllabuses and course structure, the Council has to assure itself that not only are the staff and resources available to support the courses but that those staff know the problems of mounting work-related courses and have the necessary contacts with industry and commerce to enable them to implement such a course.

11.2 Moderation

When centres are approved to run courses, BTEC appoints part-time employees, usually faculty staff from other centres with a leavening (about 10%) of industrial and commercial-based employer/employees, as BTEC moderators. There are about 1300 moderators, each of whom visits the college course to which he or she has been assigned three times a year. The first visit is for discussions with staff about the programme submitted for the course, including proposed assignment programmes and cross-discipline work. The second is for a review of progress during the year, including adjustments made to the initial programme plans. Finally, a visit

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is made at the end of th year, to attend the examination committee in order to receive informally and, if appropriate, endorse, the recommendations of the centre to BTEC in respect of the grades achieved by students in particular parts/units of the course and in respect of either progression to a further year of the course or the award of a BTEC qualification. Moderators produce reports of each visit to each course.

11.3 Feedback and Review

(a) The students' results are processed centrally by BTEC. This information, together with the moderators' reports, provides feedback on good practice, possible and undesirable deviations from preceived norms of performance. Thus BTEC, through its moderators, central BTEC staff and Board members, is able to identify and correct any apparent inconsistencies of standards year by year, college to college, course by course.

(b) As all course approvals are for a maximum of five years, there is a natural review point by BTEC on college progress on, for example, the way in which it implemented its courses, and the way in which it proposes to update the course material and learning strategies, given the changing needs of industry and commerce.

12. The simple controls of requiring BTEC approval to operate a course, the continuous monitoring of operation and a limited approval period (requiring reapproval), provide sufficient sampling information to enable BTEC to show that its quality assurance procedures are as good as, and indeed in many cases substantially better than, other comparable bodies in the United Kingdom with a national responsibility for standards.

THE MARKET

13. The market is impossible to estimate but relatively large. The number of young people leaving compulsory secondary education at age 16, 17 and 18 in the United Kingdom is about 765,000 The number of these young people taking some form of non-degree vocational education is approximately 350,000 at present. New first-year enrolments on all BTEC courses are approximately 180,000 new students per annum,ie about 50%. The average length of courses is over two years, giving an active BTEC population of approximately 460,000.

14. The disposition of these students in respect of the range of careers represented by each of the nine Boards and in respect of the type of qualification (General, National, Higher National, Continuing Education), is given in Annex C for the year 1983-84. Approximately 500 polytechnics and colleges provide courses leading to BTEC qualifications. In addition, some 600 schools are involved in respect of BTEC General qualifications. Increasingly, company training centres are also applying to BTEC for validation of their education and training provision for older employees who wish to obtain from BTEC a Record of Success for Continuing Education units for the successful completion of their studies.

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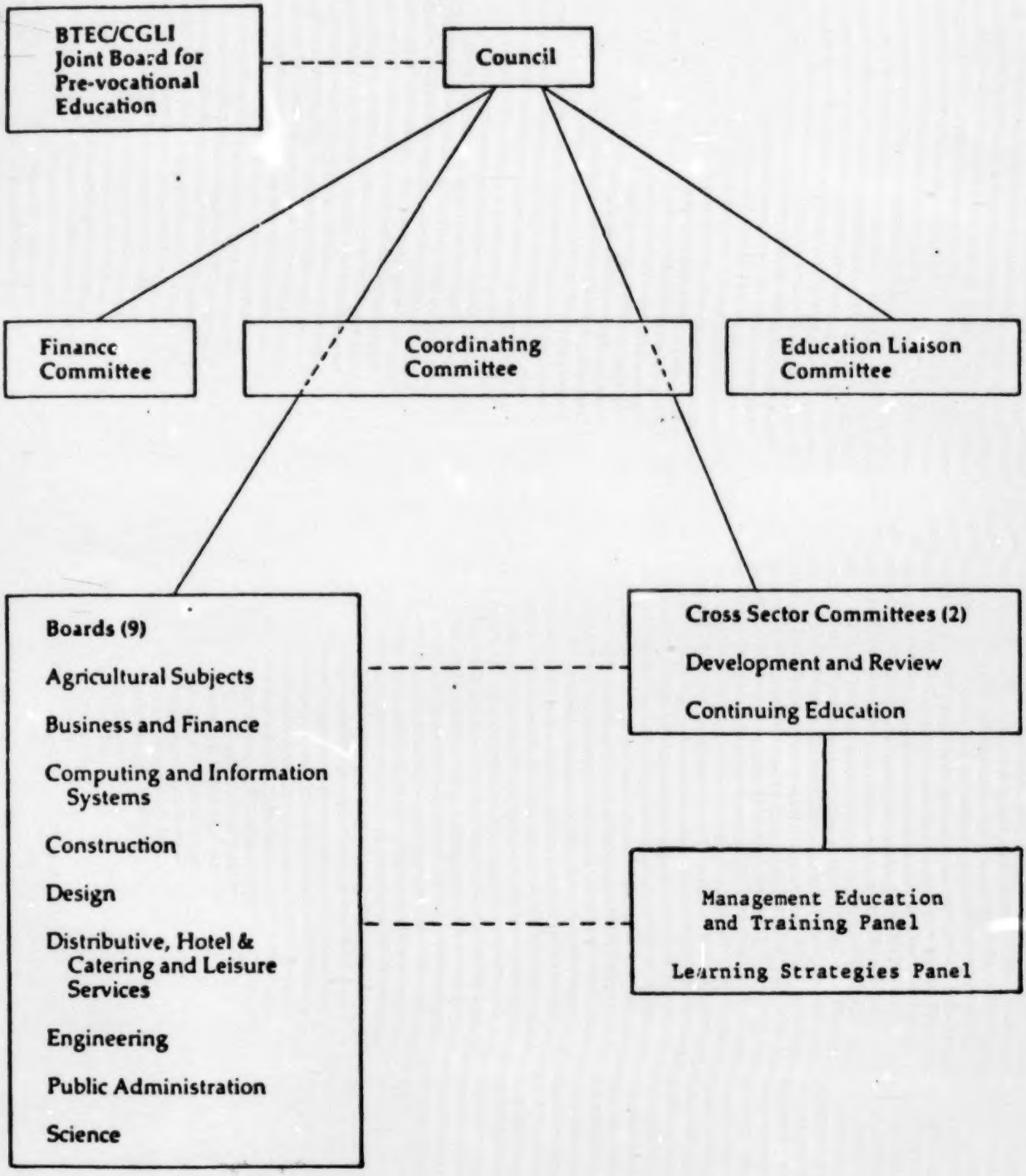
CONCLUSION

15. This short paper attempts to set the scene. The purpose of BTEC, the outcomes and aims it seeks to achieve and the problems of Quality Assurance and Control associated with the provision of relevant employment-related education are familiar to educationalists in many countries. I will explore, at the Conference, some of the successes and the pitfalls which BTEC has identified in developing its policies and achieving its present position in the UK.

John Sellars
27 November 1984


BTEC/CGLI Joint Board for Pre-vocational Education
Council
Finance Committee
Coordinating Committee
Education Liaison Committee
Boards (9)
Agricultural Subjects
Business and Finance
Computing and Information Systems
Construction
Design
Distributive, Hotel & Catering and Leisure Services
Engineering
Public Administration
Science
Cross Sector Committees (2)
Development and Review
Continuing Education
Management Education and Training Panel
Learning Strategies Panel

BUSINESS & TECHNICIAN EDUCATION COUNCIL

BTEC GENERAL CERTIFICATE/DIPLOMA

BTEC General qualifications are designed for people whose level of assessed academic ability ranges from less than four GCE 'O' levels (four passes at Ordinary level in the UK General Certificate of Education) to none at all. This award provides a broad educational foundation with a stress on literacy and numeracy in the business context.

There are no formal academic restrictions on entry, but students are normally expected to be at least 16 years of age, ie to have completed 5 years of secondary schooling.

Students may study by any mode of attendance but normally a full-time or part-time Certificate course is of one year duration and a Diploma course either one year full-time or 2 years' part-time. The Diploma course, in addition to meeting the requirement of the full-time student, also enables the part-time student to extend their range of knowledge and understanding obtained on the Certificate course.

A BTEC General qualification is recognised and respected in its own right by students and employers both as an appropriate qualification and as alternative to GCE 'O' levels for those employed in industry, commerce, central and local government, and other public services. It also provides a progressive route to the next level of BTEC qualifications (BTEC National) and to appropriate professional and other awards.

BTEC NATIONAL CERTIFICATE/DIPLOMA

BTEC National qualifications are designed so that students who have already atained a BTEC General qualification with Credit or have an alternative acceptable profile of academic attainment (for example GCE'O' level passes). can be considered for direct entry. Provision is also made to enable motivated and mature students to be direct entrants without the minimum academic entry requirements, thus taking full account of experiential learning.

Students may study by any mode of attendance but normally a Certificate course is of two years' duration and a Diploma course either two years' full-time or 3 years' part-time. The Certificate and Diploma courses differ primarily in the breadth and depth of subject matter studied.

BTEC National qualification is recognised and respected in its own right by students and employers as an award having employment-related relevance and giving progression both in employment and to professional standing and qualification. It also provides a progressive route to higher education at the next level of BTEC qualifications (BTEC Higher National) as well as to the first year of a degree course.

BTEC HIGHER NATIONAL CERTIFICATE/DIPLOMA

BTEC Higher National qualifications are designed so that students who have already attained a BTEC National award at a minimum age of 18, or have an alternative profile of academic attainment (for example GCE 'A' level passes), can be considered for direct entry. Certain students may be required to undertake initial balancing or conversion studies to make good any gaps in the profile. Provision is also made to enable motivated and experienced mature students to be direct entrants to this course level.

BUSINESS & TECHNICIAN EDUCATION COUNCIL

First Year Student Registrations 1983/84

Board/Committee Title	Higher National and Equivalent	National	General inc Technician Studies	Individual Units	Student Registrations on Courses	
					Total	% of Grand Total
Agricultural Subjects	(550)	(836)	-	-	NA	NA
Business and Finance	9152	27003	35437	-	71592	39.2%
Computing and Information Systems	3885	3839	-	-	7724	4.2%
Construction	5636	8718	-	-	14354	7.9%
Design	3183	8712	-	-	11895	6.5%
Distributive, Hotel & Catering and Leisure Services	1932	4586	-	-	6518	3.6%
Engineering	19535	33068	1478	-	54081	29.6%
Public Administration	1502	2568	-	-	4070	2.2%
Science	4867	5453	-	-	10320	5.6%
Continuing Education	2157	-	-	(670)	2157	1.2%
All Boards	-	-	-	(17486)		
Totals	51849 (Excluding Agricultural Subjects)	93947	36915	(18156)	182711	100.0%

ANNUAL COMPARISON OF FIRST YEAR STUDENT REGISTRATIONS

	75/76	76/77	77/78	78/79	79/80	80/81	81/82	82/83	83/84
General, National Higher National, Post-Experience, Technician Studies	46678	53633	82917	106665	117527	139788	153194	163190	182711
Individual Units including Post Experience Units	-	-	92	1732	6952	11545	16450	14655	18156

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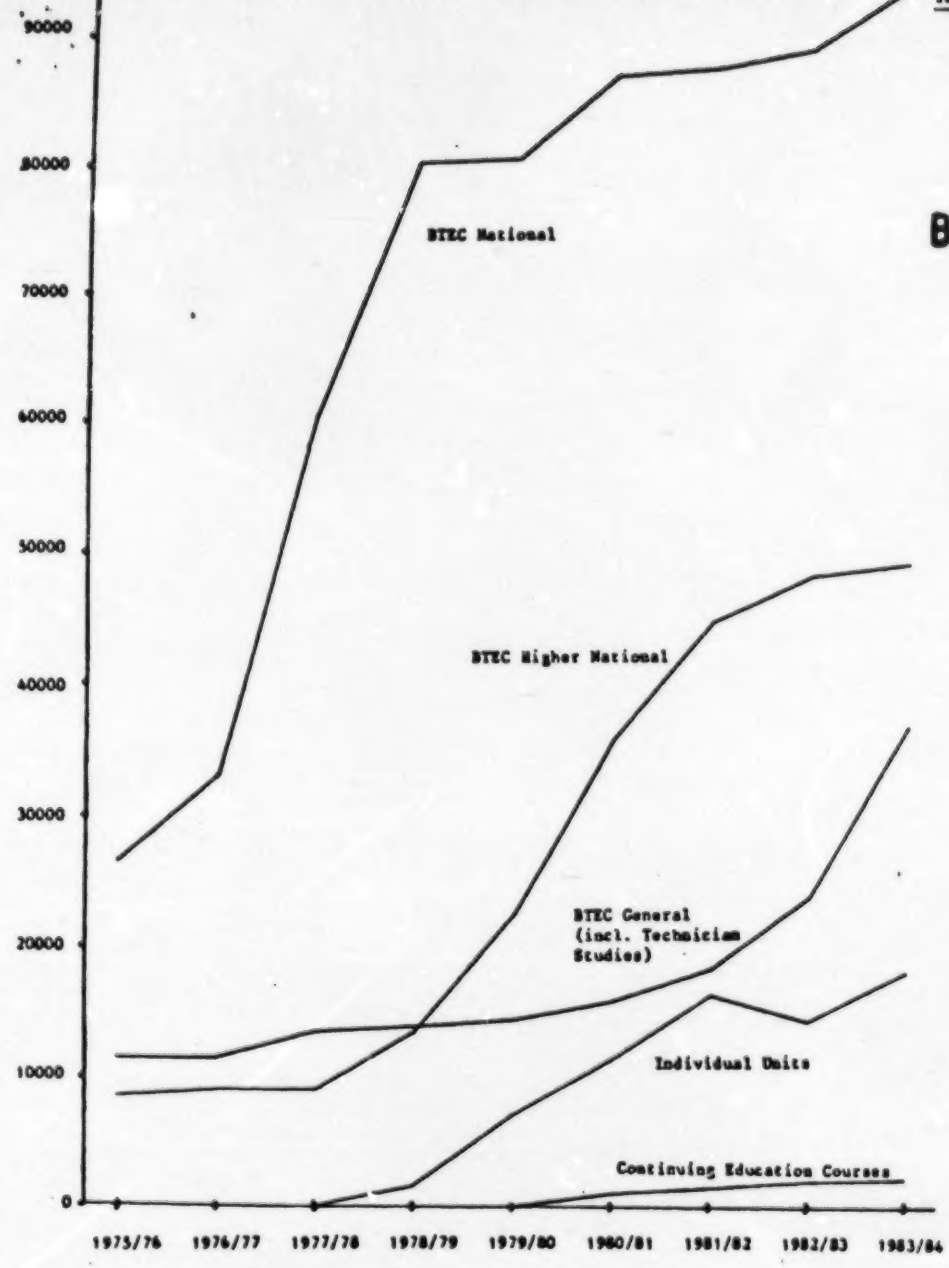

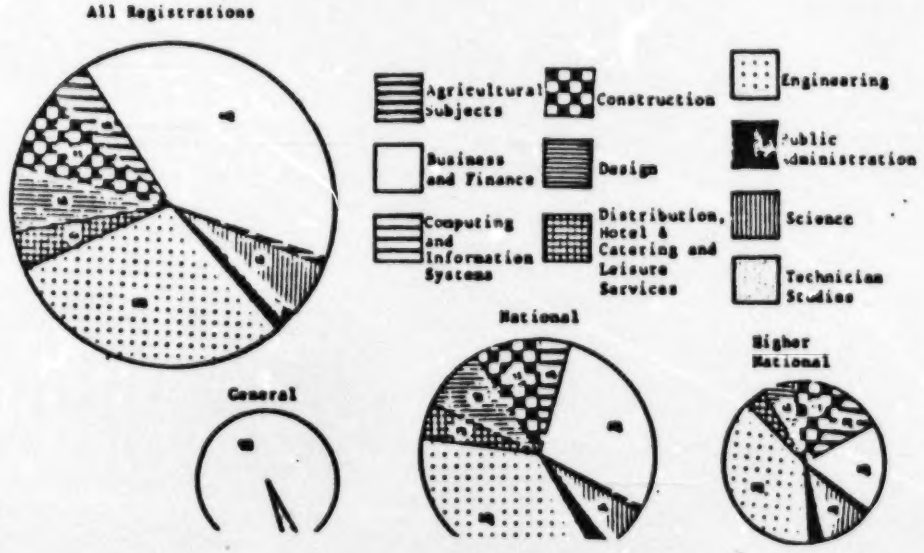

Opens doors for you in Engineering

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GETTING A JOB IN ENGINEERING IS AS EASY AS TURNING A SCREW

If that's what you think then it's odds on that you don't work in engineering.

There's a lot more to engineering than simply knowing how to turn a screwdriver. Take the engineering industry - have you any idea of how big it is? There's electrical engineering, mechanical, production, chemical, electronic, marine, aeronautical, plant ..... to name a few. How many different types of people work in it? There are the professional engineers, the technician engineers, the technicians and the craftsmen and women.

Do you think that all engineering is about wearing overalls and working in factories? Some of it is, but it is also about working in offices, laboratories, on site, in workshops, on ships, in hangars and so on. It's the same with the equipment used, which can range from simple tools to complex and expensive machinery and circuitry. Engineering includes the design and manufacture of anything from almost invisible microchips to huge engines, or the welding of ships' hulls, or the installation of power supplies, and countless other activities - some of them inevitably routine, but many fascinating and satisfying. All these activities need teams of people with different skills and training.

Take the technicians - they are the important link between the professional engineers and the craftsmen and women; the ones who supply a great deal of the information, the ground work which professional engineers need to do their jobs. At the same time, they will be responsible for planning their own work, and for planning and supervising the work of others. They might be called upon to solve problems in a particular machine, to design and draw detailed plans for a new product. They might be involved in testing, or maintenance, in purchasing or estimating. They need to be able to think logically, to understand manufacturing processes, to work with others and to communicate their ideas to them.

So you see engineering is as much about working with people as with machines, and the technician has a vital role to play in ensuring that projects move from the drawing board to reality and in ensuring that todays technology is used effectively. Of course, they need help in getting the right knowledge and skills.

THE KIND OF HELP BTEC CAN GIVE

HOW CAN BTEC HELP?

By offering qualifications worth having, because they will tell an employer more about what you can DO than a purely academic qualification. Unlike O and A levels, BTEC courses are work-related, which means they are designed with specific career areas in mind. Employers help to design them, which means they put into them what they expect to get out of them.

BTEC courses don't stuff you full of useless information. They start with your own natural interests and talents, and develop them into skills for a job that will suit you.

So you won't spend all your time in a classroom, just taking notes and churning out facts. You'll play a much more active part - doing projects and practical work and, if you're not already working, your college will do its best to get you some actual work experience with a local employer, so you can try out the job for size. Everything is geared to giving you a real taste of working life, so that when you start work you'll feel so much more confident of coping with and enjoying the job. During the course you will be taught to work on your own initiative, as well as working as part of a team. So you won't just be developing skills needed for your job, you'll also be making friends.

All these things make a BTEC qualification a valuable opening into working life.

AND EMPLOYERS KNOW THIS

USE YOUR HEAD TO STAY AHEAD

Employers also know that BTEC courses are regularly revised to keep them up to date with changes in industry and commerce. For instance, just think of the effect the computer has had on business and industry. Well, many BTEC courses include some training in the use of computers, quite apart from the specialised BTEC computing courses.

Yet the computer is only one aspect of the future.

BTEC CAN HELP YOU BE PART OF THAT FUTURE

BTEC CAN GET YOU RECOGNISED

Once you have chosen a career that suits you, you may wish to join the professional body concerned with your career, particularly as this can improve your promotion prospects. This isn't always easy and can involve having to pass a number of special examinations. Here again, BTEC can help. Some 100 professional bodies in the UK recognise BTEC awards for the purposes of admission or exemption from their own exams. This includes recognition by the Engineering Council and the Engineering Industry Training Board.

I ALREADY HAVE A JOB, I'M TOO OLD TO LEARN NEW TRICKS. WHAT CAN BTEC DO FOR ME?

It can help you get a better one - either directly because your employer realises the value of a BTEC qualification, or indirectly by gaining you admission to a professional body. It can also help you in the job you are doing - by bringing your existing skills into step with change (particularly developments in modern technology) and by teaching you new skills.

WHERE AND HOW CAN I STUDY FOR A BTEC COURSE IN ENGINEERING?

BTEC courses in engineering can be taken at colleges and polytechnics throughout England, Wales and Northern Ireland. Study can be full-time, part-time, by day release (the usual method for students who are already working), block release or sandwich.

WILL I FIND A COURSE TO SUIT ME?

BTEC offers a range of courses in engineering at two main levels - National and Higher National. Successful students can progress from one level on the next, or even go into higher education as BTEC National awards are accepted by many universities and polytechnics for entry onto appropriate first degree courses. At each level a choice of subjects is offered; in engineering this could include microelectronics, fluid mechanics, welding, metallurgy, telecommunications, or computing technology.

WHAT KIND OF PEOPLE TAKE BTEC COURSES IN ENGINEERING?

ANYONE who is 16 and has 3 CSEs at Grade III in Maths, a science subject and English (or a subject using English) can take a **National Certificate.** Anyone who has 3 O levels at Grade C (or 3 CSE Grade 1s) can take a **National Diploma.** A Diploma course covers similar subjects to a Certificate course, but in greater breadth.

ANYONE who is 18, with a relevant BTEC National award, or an equivalent qualification, or suitable A level passes can take a **Higher National Certificate** or a **Higher National Diploma.**

Courses generally last between 1 and 3 years.

For further details on entry requirements, length of courses, grants and sponsorships, pick up or ask for a BTEC Information Sheet.

I'M INTERESTED; WHAT DO I DO NOW?

For further details about BTEC courses

- contact local colleges to find out what courses they're running and the qualifications they expect you to have
- have a chat with staff in your local careers office
- write to BTEC at: Business & Technician Education Council, Central House, Upper Woburn Place, London WC1H OHH

For information about careers in engineering

- write to the Careers and Occupational Information Centre, Moorfoot, Sheffield.
- Engineering Careers Information Service, 53 Clarendon Road, Watford, Herts WD1 1LB.

SO WHY NOT LET BTEC OPEN A DOOR FOR YOU?

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April 1984

Opens doors for you in Hotel and Catering

GETTING A JOB IN HOTEL AND CATERING IS A PIECE OF CAKE

If that's what you think then you'd better eat your words. The hotel and catering industry does not live by food alone! Take hotels - have you ever thought how many people there are behind the scenes helping the whole operation to run smoothly? Chefs, other kitchen staff, cleaners, office staff, managers ... not to mention the ones who are in contact with the customers - reception staff, waiters and waitresses. And what about catering - that's not all posh restaurants. What about works canteens, schools, fish and chip shops, hospitals and airports? They all provide food in one way or another - it might mean 85 portions of steak and kidney pie, or enough sandwiches for 250 or catering for special diets. Someone also has to plan that the meals are well balanced, that the ingredients of a particular dish aren't out of season - strawberries in the middle of winter could put some restaurants out of business!

Whatever the operation, staff must be managed and supervised, budgets must be controlled, things must be well planned. And whatever the operation, the most important people are the customers - and they could be guests in a hotel, patients in a hospital, or diners in a fast-food joint.

So, working in hotel and catering is really about **people and about providing a service.** It's not all glamour - low lights, soft music, plush carpets. It's often about working long and unsocial hours, about working when other people are enjoying themselves, about being charming to people when your feet are killing you and all you want to do is go home to bed. Put off? Or do you think that you'd like the challenge of working in a demanding job? That you could supervise others, that you could deal with a variety of people from suppliers to VIPs, that you'd like a job helping others? Then you're going to need some help yourself. Help in getting the right sort of training, the right sort of skills. You could start by making your first course a **BTEC course.**

AND TREAT YOURSELF TO A GOOD HELPING

HOW CAN BTEC HELP?

By offering qualifications worth having, because they will tell an employer more about what you can DO than a purely academic qualification. Unlike O and A levels, BTEC courses are work-related, which means they are designed with specific career areas in mind. Employers help to design them, which means they put into them what they expect to get out of them.

BTEC courses don't stuff you full of useless information. They start with your own natural interests and talents, and develop them into skills for a job that will suit you; for example, as an Assistant Manager, a Catering Officer, Kitchen Supervisor, Housekeeper or Assistant Restaurant Manager.

So you won't spend all your time in a classroom, just taking notes and churning out facts. You'll play a much more active part - doing projects and practical work and, if you're not already working, your college will do its best to get you some actual work experience with a local employer, so you can try out the job for size. Everything is geared to giving you a real taste of working life, so that when you start work you'll feel so much more confident of coping with and enjoying the job. During the course you will be taught to work on your own initiative, as well as working as part of a team. So you won't just be developing skills needed for your job, you'll also be making friends.

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I ALREADY HAVE A JOB, I'M TOO OLD TO LEARN NEW TRICKS. WHAT CAN BTEC DO FOR ME?

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WHERE AND HOW CAN I STUDY FOR A BTEC COURSE IN HOTEL AND CATERING?

BTEC courses in Hotel and Catering can be taken at colleges and polytechnics throughout England, Wales and Northern Ireland. Study can be full-time, part-time, by day release (the usual method for students who are already working), block release or sandwich.

WILL I FIND A COURSE TO SUIT ME?

BTEC offers a range of courses in the area of Hotel and Catering at two main levels - National and Higher National. Successful students can progress from one level on the next, or even go into higher education as BTEC National awards are accepted by many universities and polytechnics for entry onto appropriate first degree courses. At each level a choice of subjects is offered; in Hotel and Catering these could include Food Production and Science, Purchasing, Personnel Practices and Human Relations.

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For information about careers in hotel and catering write to

- the Careers and Occupational Information Centre, Moorfoot, Sheffield.
- the Hotel and Catering Industry Training Board, P O Box 18, Ramsey House, Central Square, Wembley, Middlesex.
- Hotel, Catering and Institutional Management Association, 191 Trinity Road London SW17 7HN.

SO WHY NOT LET BTEC OPEN A DOOR FOR YOU?

Opens doors for you in Business

GETTING A JOB IN BUSINESS IS AS EASY AS SIGNING A CHEQUE

If that's what you think, then you're probably overdrawn. Working in business isn't resting your feet on a desk and reading the Financial Times until lunchtime. For a start, not all business is BIG business. At one end there are the large multinational corporations, but at the other end it could be a small family concern like a fruit and veg stall. Most businesses lie somewhere in the middle but, whatever the size, the same principles apply. You have to be able to understand and handle **money** in all its forms - cash, credits, loans, salaries, rents, equipment, mortgages, investments, shares. And you have to be able to work with all sorts of **people** - customers, suppliers, bankers, investors, colleagues, insurers, accountants, property agents. You will have to know how to handle both money and people with judgment and discretion. That's not always easy, but it's well worth achieving - out of the office, as well as in.

There's any number of different kinds of business - banks, building societies, supermarkets, consultancies, estate agents, travel agents, accountants, turf accountants, broadcasting, publishing, insurance. And in each case there are all sorts of jobs to be done - clerical, secretarial, managerial - in a variety of areas - accounts, personnel, staffing, customer liaison and public relations, to name a few.

So before you dismiss business as either about clinching deals with gnomes from Zurich over a five-course lunch or, worse still, just filing from 9 till 5, consider that there's more to business than meets the eye and that there's probably a job that would interest you.

If there is, you'll probably know you can't just walk into it. First you'll have to convince an employer that YOU are just the person they're looking for, and that your training will help you do the job. You have to sell yourself.

BTEC CAN HELP YOU

HOW CAN BTEC HELP?

By offering qualifications worth having, because they will tell an employer more about what you can DO than a purely academic qualification. Unlike O and A levels, BTEC courses are work-related, which means they are designed with specific career areas in mind. Employers help to design them, which means they put into them what they expect to get out of them.

BTEC courses don't stuff you full of useless information. They start with your own natural interests and talents, and develop them into skills for a job that will suit you.

So you won't spend all your time in a classroom, just taking notes and churning out facts. You'll play a much more active part - doing projects and practical work and, if you're not already working, your college will do its best to get you some actual work experience with a local employer, so you can try out the job for size. Everything is geared to giving you a real taste of working life, so that when you start work you'll feel so much more confident of coping with and enjoying the job. During the course you will be taught to work on your own initiative, as well as working as part of a team. So you won't just be developing skills needed for your job, you'll also be making friends.

All these things make a BTEC qualification a valuable opening into working life.

AND EMPLOYERS KNOW THIS

USE YOUR HEAD TO STAY AHEAD

Employers also know that BTEC courses are regularly revised to keep them up to date with changes in industry and commerce. For instance, just think of the effect the computer has had on business and industry. Well, many BTEC courses include some training in computer technology, quite apart from the specialised BTEC computing courses.

Yet the computer is only one aspect of the future.

BTEC CAN HELP YOU BE PART OF THAT FUTURE

BTEC CAN GET YOU RECOGNISED

Once you have chosen a career that suits you, you may wish to join the professional body concerned with your career, particularly as this can improve your promotion prospects. This isn't always easy and can involve having to pass a number of special examinations. Here again, BTEC can help. Some 100 professional bodies in the UK recognise BTEC awards for the purposes of admission to or exemption from their own exams.

In business these include: the Institute of Chartered Secretaries and Administrators, the Chartered Insurance Institute, the Institute of Marketing.

I ALREADY HAVE A JOB, I'M TOO OLD TO LEARN NEW TRICKS. WHAT CAN BTEC DO FOR ME?

It can help you get a better one - either directly or indirectly by gaining you admission to a professional body. It can also help you in the job you are doing - by bringing your existing skills into step with change (particularly developments in modern technology) and by teaching you new skills.

WHERE AND HOW CAN I STUDY FOR A BTEC COURSE IN BUSINESS?

BTEC courses in business can be taken at over 500 colleges and polytechnics throughout England, Wales and Northern Ireland. Study can be full-time, part-time, by day release (the usual method for students who are already working), block release or sandwich.

WILL I FIND A COURSE TO SUIT ME?

BTEC offers courses in business at three levels - General, National and Higher National. Each level is a preparation for business in its own right, but successful students can progress from one level on the next or go into higher education. (BTEC National awards are accepted by many universities and polytechnics for entry onto appropriate first degree courses). At each level students are able to specialise in subjects that particularly interest them. In a business course this could include business law, information processing, business accounts, industrial relations, economic geography, travel and tourism or secretarial studies.

WHAT KIND OF PEOPLE TAKE BTEC COURSES IN BUSINESS?

ANYONE who is 16 and has completed an English secondary education is eligible for a **BTEC General** course in Business Studies.

ANYONE who is 16 and has either a BTEC General award with credit or 4 CSEs at Grade 1 or 4 good O levels is eligible for a **BTEC National** course in Business.

ANYONE who is 18 and has an appropriate BTEC National award, or 1 A level and 3 good O levels/CSEs at Grade 1 is eligible for a **BTEC Higher National** course in Business.

Courses generally last between 1 and 3 years.

For further details on entry requirements, length of courses, grants and sponsorships, pick up or ask for a BTEC Information Sheet.

I'M INTERESTED; WHAT DO I DO NOW?

For further details about BTEC courses

- contact local colleges to find out what courses they're running and the qualifications they expect you to have
- have a chat with staff in your local careers office
- write to BTEC at: Business & Technician Education Council, Central House, Upper Woburn Place, London WC1H OHH

For information about careers in business

- write to the Careers and Occupational Information Centre, Moorfoot, Sheffield.

SO WHY NOT LET BTEC OPEN A DOOR FOR YOU?

April 1984

Opens doors for you in Science

I COULD GET A JOB IN SCIENCE AS QUICK AS A FLASH

If that's what you think, then you've been reading too much science fiction. There's more to science than putting on a white coat, shaking a few test tubes and holding your nose. A lot more. And there's more to it than pushing back the barriers and plunging head-first into the next century - by inventing new, indestructible materials or making startling, original discoveries that will revolutionise the nation's washing habits or turn a pound of beans into a ton of sausages or make a lump of coal burn for a month.

Mostly it's slow, painstaking labour, working as part of a team. As the saying goes, it's 10% inspiration, 90% perspiration. Science is **observation, investigation** and **application.** It involves watching closely what happens naturally - to ourselves, other life forms and our environment; investigating why these things occur naturally so that we can make them happen to order, for our own benefit. So science is about controlling, improving, the quality of life - whether this is producing a new vaccine or a more efficient detergent. Whatever it is, it is unlikely to be the product of the inventiveness or genius of a single individual. A lot of people will have slogged long and hard to achieve the end result the public sees - making tests again and again, under different conditions, using different subjects; checking and rechecking the findings until they get the result they're looking for, until they're satisfied that what they're making will **work** - reliably and safely.

Who are these people? well, many of them will be support technicians to the chief researchers. It's **skilled** people like these that the researchers depend on to do much of the groundwork - collecting and analysing data, conducting essential tests, preparing samples for specialist analysis, setting up and looking after essential equipment, some of which is very expensive, sophisticated and delicate and needs a lot of special care. These are all absolutely vital jobs - no new drug or soap, fibre or plastic and any number of other things we all take for granted could be produced if they weren't done - and the people that do them are **the technicians.**

But the people that work as technicians didn't get the job by putting on a white coat and walking into the nearest laboratory. They knew that the skills and knowledge they would need in order to make a valuable contribution to a scientific or manufacturing team wouldn't come to them in a flash. It takes time and training.

TRAINING BTEC CAN GIVE

HOW CAN BTEC HELP?

By offering qualifications worth having, because they will tell an employer more about what you can DO than a purely academic qualification. Unlike O and A levels, BTEC courses are work-related, which means they are designed with specific career areas in mind. Employers help to design them, which means they put into them what they expect to get out of them.

BTEC courses don't stuff you full of useless information. They start with your own natural interests and talents, and develop them into skills for a job that will suit you.

So you won't spend all your time in a classroom, just taking notes and churning out facts. You'll play a much more active part - doing projects and practical work and, if you're not already working, your college will do its best to get you some actual work experience with a local employer, so you can try out the job for size. Everything is geared to giving you a real taste of working life, so that when you start work you'll feel so much more confident of coping with and enjoying the job. During the course you will be taught to work on your own initiative, as well as working as part of a team. So you won't just be developing skills needed for your job, you'll also be making friends.

All these things make a BTEC qualification a valuable opening into working life.

AND EMPLOYERS KNOW THIS

USE YOUR HEAD TO STAY AHEAD

Employers also know that BTEC courses are regularly revised to keep them up to date with changes in industry and commerce. For instance, just think of the effect the computer has had on business and industry. Well, many BTEC courses include some training in computer technology, quite apart from the specialised BTEC computing courses.

Yet the computer is only one aspect of the future.

BTEC CAN HELP YOU BE PART OF THAT FUTURE

BTEC CAN GET YOU RECOGNISED

Once you have chosen a career that suits you, you may wish to join the professional body concerned with your career, particularly as this can improve your promotion prospects. This isn't always easy and can involve having to pass a number of special examinations. Here again, BTEC can help. Some 100 professional bodies in the UK recognise BTEC awards for the purposes of admission or exemption from their own exams.

I ALREADY HAVE A JOB, I'M TOO OLD TO LEARN NEW TRICKS. WHAT CAN BTEC DO FOR ME?

It can help you get a better one - either directly because your employer realises the value of a BTEC qualification, or indirectly by gaining you admission to a professional body. It can also help you in the job you are doing - by bringing your existing skills into step with change (particularly developments in modern technology) and by teaching you new skills.

WHERE AND HOW CAN I STUDY FOR A BTEC COURSE IN SCIENCE?

BTEC courses in science can be taken at colleges and polytechnics throughout England, Wales and Northern Ireland. Study can be full-time, part-time, by day release (the usual method for students who are already working), block release or sandwich.

WILL I FIND A COURSE TO SUIT ME?

BTEC offers a range of courses in science at two main levels - National and Higher National. Successful students can progress from one level on the next, or even go into higher education as BTEC National awards are accepted by many universities and polytechnics for entry onto appropriate first degree courses. At each level a choice of subjects is offered; in science these could include chemistry, physics, biology, laboratory techniques, and electronic systems.

WHAT KIND OF PEOPLE TAKE BTEC COURSES IN SCIENCE?

ANYONE who is 16 and has 3 CSEs at Grade III in Maths, a science subject and English (or a subject using English) can take a **National Certificate.** Anyone who has 3 O levels at Grade C (or 3 CSE Grade 1s) can take a **National Diploma.** A Diploma course covers similar subjects to a Certificate course, but in greater breadth.

ANYONE who is 18, with a relevant BTEC National award, or an equivalent qualification, or suitable A level passes can take a **Higher National Certificate** or a **Higher National Diploma.**

Courses generally last between 1 and 3 years.

For further details on entry requirements, length of courses, grants and sponsorships, pick up or ask for a BTEC Information Sheet.

I'M INTERESTED; WHAT DO I DO NOW?

For further details about BTEC courses

- contact local colleges to find out what courses they're running and the qualifications they expect you to have
- have a chat with staff in your local careers office
- write to BTEC at: Business & Technician Education Council, Central House, Upper Woburn Place, London WC1H OHH

For information about careers in science

- write to the Careers and Occupational Information Centre, Moorfoot, Sheffield.

SO WHY NOT LET BTEC OPEN A DOOR FOR YOU?

BEST COPY AVAILABLE

BTEC Opens doors for you in Finance

GETTING A JOB IN FINANCE IS MONEY FOR OLD ROPE

If that's what you really think you're guilty of devaluation. For a start, do you think jobs in finance are just about money? Well, they're not; they're also about people. If you are ever lucky enough to work in this area you'll soon discover that. Your job is likely to involve you in persuading people to part with their money - for example, by investing in a building society, opening a bank savings acount, taking out an insurance policy or mortgage - and to do that you will need to be able to handle both **money** and **people** with tact and confidence, because, you won't need reminding, people can be very funny when it comes to money, whether it's their own or whether it belongs to their employers. And you'll certainly need to know a lot about people if you're thinking of lending your firm's money to **them**!

Profit, loss, dividends, capital gains, gilts, cash flow, audits, securities, liabilities, assets, indemnities, endowments, base lending rates - these are all terms you may need in daily working life, so you'll need to understand them. You'll need to understand them so that you can talk to other people working in finance, either in your sector or in another field; and you'll need to understand them so that you can explain them in simple language to Mr and Mrs Public - the newly-weds hoping to buy a house, the retired couple wanting a loan to open a corner-shop, the driver claiming for a car that's just been written off, a student trying to budget on a grant.

So you see, finance isn't all multi-million deals sealed with a fat cigar and a glass of champagne. It's also about countless little deals that are BIG to the people involved - like the retired couple and the newly-weds. So, credit where it's due - working in finance isn't easy; you need integrity, a methodical mind and the ability to talk to people in a language they can understand about things very close to their hearts - savings and salaries - and you need to be able to deal sympathetically with people who may either be in financial difficulty or who may have suffered some personal or financial loss.

So if we've caught your interest in this career area, you'll realise that getting a job in finance isn't a pushover. Your employer will want some kind of security. So first you'll need to convince him or her that YOU are just the person for the job, that you've had the right training - in dealing with both money and people.

THE KIND OF TRAINING BTEC CAN GIVE

So, if you want to work in finance - whether in banking, insurance, accountancy or for a building society - why not begin by investing in a BTEC course?

HOW CAN BTEC HELP?

By offering qualifications worth having, because they will tell an employer more about what you can DO than a purely academic qualification. Unlike O and A levels, BTEC courses are work-related, which means they are designed with specific career areas in mind. Employers help to design them, which means they put into them what they expect to get out of them.

BTEC courses don't stuff you full of useless information. They start with your own natural interests and talents, and develop them into skills for a job that will suit you.

So you won't spend all your time in a classroom, just taking notes and churning out facts. You'll play a much more active part - doing projects and practical work and, if you're not already working, your college will do its best to get you some actual work experience with a local employer, so you can try out the job for size. Everything is geared to giving you a real taste of working life, so that when you start work you'll feel so much more confident of coping with and enjoying the job. During the course you will be taught to work on your own initiative, as well as working as part of a team. So you won't just be developing skills needed for your job, you'll also be making friends.

All these things make a BTEC qualification a valuable opening into working life.

AND EMPLOYERS KNOW THIS

USE YOUR HEAD TO STAY AHEAD

Employers also know that BTEC courses are regularly revised to keep them up to date with changes in industry and commerce. For instance, just think of the effect the computer has had on business and industry. Well, many BTEC courses include some training in computer technology, quite apart from the specialised BTEC computing courses.

Yet the computer is only **one** aspect of the future.

BTEC CAN HELP YOU BE PART OF THAT FUTURE

BTEC CAN GET YOU RECOGNISED

Once you have chosen a career that suits you, you may wish to join the professional body concerned with your career, particularly as this can improve your promotion prospects. This isn't always easy and can involve having to pass a number of special examinations. Here again, BTEC can help. Some 100 professional bodies in the UK recognise BTEC awards for the purposes of admission to or exemption from their own exams. In finance these include the Institute of Chartered Accountants, the Association of Certified Accountants, and the Institute of Bankers.

I ALREADY HAVE A JOB, I'M TOO OLD TO LEARN NEW TRICKS. WHAT CAN BTEC DO FOR ME?

It can help you get a better one - either directly by widening your business knowledge and skills or indirectly by gaining you admission to a professional body. It can also help you in the job you are doing - by bringing your existing skills into step with change (particularly developments in modern technology) and by teaching you new skills.

WHERE AND HOW CAN I STUDY FOR A BTEC COURSE IN FINANCE?

BTEC courses in finance can be taken at colleges and polytechnics throughout England, Wales and Northern Ireland. Study can be full-time, part-time, by day release (the usual method for students who are already working), block release or sandwich.

WILL I FIND A COURSE TO SUIT ME?

BTEC offers courses in finance at three levels - General, National and Higher National. Successful students can progress from one level to the next or go into higher education (BTEC National awards are accepted by many universities and polytechnics for entry into appropriate first degree courses). At each level students are able to specialise in subjects that particularly interest them.

In a finance course this could include: banking, building society practice, investment, business law or applied statistics.

WHAT KIND OF PEOPLE TAKE BTEC COURSES IN FINANCE?

ANYONE who is 16 and has completed an English secondary education is eligible for a **BTEC General** course in Business Studies.

ANYONE who is 16 and has either a BTEC General award with credit or 4 CSEs at Grade 1 or 4 good O levels is eligible for a **BTEC National** course in Finance.

ANYONE who is 18 and has appropriate BTEC National award or 1 A level and 3 good O levels/CSEs at Grade 1 is eligible for a **BTEC Higher National** course in Finance.

Courses generally last between 1 and 3 years.

For further details on entry requirements, length of courses, grants and sponsorships, pick up or ask for a BTEC Information Sheet.

I'M INTERESTED; WHAT DO I DO NOW?

For further details about BTEC courses

- contact local colleges to find out what courses they're running and the qualifications they expect you to have
- have a chat with staff in your local careers office
- write to BTEC at: Business & Technician Education Council, Central House, Upper Woburn Place, London WC1H OHH

For information about careers in finance

- write to the Careers and Occupational Information Centre, Moorfoot, Sheffield.

SO WHY NOT LET BTEC OPEN A DOOR FOR YOU?

Opens doors for you in Public Administration

BEST COPY AVAILABLE

GETTING A JOB IN PUBLIC ADMINISTRATION IS AS EASY AS TEARING UP A TAX FORM

If that's what you think, it's odds on you're NOT working in public administration. It isn't just about shuffling bits of paper around; nor is it about annoying the public by making them fill in endless silly forms. It's actually about **people** - all kinds of people from the very old to those not even born yet. It's about **helping** those people - helping them get the services they need in daily life - education, health care, housing, gas, water and electricity, leisure and recreation facilities, transport, welfare and care services. It's about **needs** - both those of individuals and of whole communities. It's about being sensitive to those needs - meeting today's and anticipating those of the future.

And it's about **communication** - listening and talking. Listening to people's requests and, let's face it, complaints. Sometimes just listening, because maybe you're the only person they feel they can talk to. Talking - to explain a new piece of legislation or new benefit, why a form has to be filled in or why something has or hasn't happened. And it's about **cooperation** - both with the public and with other administrators, in your own area and in other departments and agencies. So, you see, though, like most things, it doesn't always work perfectly, public administration is really about helping people - helping them get what they want and, sometimes (in claiming rate rebates and other entitlements, for example), helping them want what they can get.

It is also about paper, there's no denying that, but hopefully you'll agree that all (well, most) of that paper is just a means to an end. Anyway, these days more and more information is stored on computer tape and microfilm. Also, it's the duty of anyone working in administration to provide the public with the services it needs - humanely, efficiently and economically - which means with a **maximum of care and attention** and a **minimum of bureaucracy.**

If working with and for people weren't guarantee enough of variety, there's an astonishing number of different areas in which you can work - local and central government, power supply, water boards, national and regional transport systems, vehicle licensing, social services, amenity provision, hospitals, park departments, health and safety, consumer affairs, telecommunications, customs and excise, the Post Office and, yes, even the Inland Revenue. But by now you'll realise that starting on the road to a career in administration requires more than the ability to tear up a form. First you have to convince an employer that YOU are just the person they're looking for, and that your training will help you do the job.

BTEC CAN HELP YOU

HOW CAN BTEC HELP?

By offering qualifications worth having, because they will tell an employer more about what you can DO than a purely academic qualification. Unlike O and A levels, BTEC courses are work-related, which means they are designed with specific career areas in mind. Employers help to design them, which means they put into them what they expect to get out of them.

BTEC courses don't stuff you full of useless information. They start with your own natural interests and talents, and develop them into skills for a job that will suit you.

So you won't spend all your time in a classroom, just taking notes and churning out facts. You'll play a much more active part - doing projects and practical work and, if you're not already working, your college will do its best to get you some actual work experience with a local employer, so you can try out the job for size. Everything is geared to giving you a real taste of working life, so that when you start work you'll feel so much more confident of coping with and enjoying the job. During the course you will be taught to work on your own initiative, as well as working as part of a team. So you won't just be developing skills needed for your job, you'll also be making friends.

All these things make a BTEC qualification a valuable opening into working life.

AND EMPLOYERS KNOW THIS

USE YOUR HEAD TO STAY AHEAD

Employers also know that BTEC courses are regularly revised to keep them up to date with changes in industry and commerce. For instance, many BTEC courses include some training in computer technology, and everybody knows how important the computer is today throughout business and industry.

Yet the computer is only one aspect of the future.

BTEC CAN HELP YOU BE PART OF THAT FUTURE

BTEC CAN GET YOU RECOGNISED

Once you have chosen a career that suits you, you may wish to join the professional body concerned with your career, particularly as this can improve your promotion prospects. This isn't always easy and can involve having to pass a number of special examinations. Here again, BTEC can help. Some 100 professional bodies and employers in the UK recognise BTEC awards for the purposes of admission or exemption from their own exams. In the field of public administration these include the Civil Service Commission and the Post Office.

I ALREADY HAVE A JOB, I'M TOO OLD TO LEARN NEW TRICKS. WHAT CAN BTEC DO FOR ME?

It can help you get a better one - either directly because your employer realises the value of a BTEC qualification, or indirectly by gaining you admission to a professional body. It can also help you in the job you are doing - by bringing your existing skills into step with change (particularly developments in modern technology) and by teaching you new skills.

WHERE AND HOW CAN I STUDY FOR A BTEC COURSE?

BTEC courses can be taken at over 500 colleges and polytechnics throughout England, Wales and Northern Ireland. Study can be full-time, part-time, by day release (the usual method for students who are already working), block release or sandwich.

WILL I FIND A COURSE TO SUIT ME?

BTEC offers courses in public administration at two main levels - National and Higher National. Successful students can progress from one level on the next, or even go into higher education (BTEC National awards are accepted by many universities and polytechnics for entry into appropriate first degree courses). At each level students are able to specialise in subjects that particularly interest them.

In a public administration course this could include social structure, government, industrial relations, principles and practice of supervision, information processing, housing or library work.

WHAT KIND OF PEOPLE TAKE BTEC COURSES IN PUBLIC ADMINISTRATION?

ANYONE who is 16 and has either a BTEC General award with credit or 4 CSEs at Grade 1 or 4 good O levels is eligible for a **BTEC National** course in Public Administration.

ANYONE who is 18 and has an appropriate BTEC National award or 1 A level and 3 good O levels/CSEs at Grade 1 is eligible for a **BTEC Higher National** course in Public Admiistration.

Courses generally last between 1 and 3 years.

For further details on entry requirements, length of courses, grants and sponsorships, pick up or ask for a BTEC Information Sheet.

I'M INTERESTED; WHAT DO I DO NOW?

For further details about BTEC courses

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- write to BTEC at: Business & Technician Education Council, Central House, Upper Woburn Place, London WC1H OHH

For information about careers in Public Administration

- write to the Careers and Occupational Information Centre, Moorfoot, Sheffield.

SO WHY NOT LET BTEC OPEN A DOOR FOR YOU?

Opens doors for you in Distribution

GETTING A JOB IN DISTRIBUTION IS AS EASY AS FALLING OFF THE BACK OF A LORRY

Hopefully nobody thinks that, but a lot of people may have the wrong idea about distribution. In fact, there's more to it than transporting packets of cornflakes from the factory to the supermarket. Distribution is about a whole series of operations that have to be coordinated. Getting a product from the supplier to the customer involves solving a number of problems and making decisions. **Stock** needs to be ordered in the right amounts and at the right times, to fit in with production levels, seasonal availability and customer demand. It needs to be stored - safely, hygienically, securely, economically. Stock movements need to be accurately logged and precisely timetabled. **Transport** needs to be arranged; a firm may have its own fleet of lorries, in which case there are matters like garaging, maintenance, recruiting reliable drivers and mechanics to consider. A refrigerated railway truck may need booking, customs and excise documents may need completion. Any number of things to be sorted out and none of them plain sailing (ask anyone in the business!) - and we haven't even left the warehouse yet. Then there's **marketing** - planning advertisements and special promotions, a competition for example, or inviting a celebrity to open a new store. And **display** - it's not enough for a product to be good, it has to look good, irresistible even. And last, but hardly least, there's **selling** - dealing with customers face to face. And at every stage there's the management and supervision of people and money. So, next time you eat a bowl of cornflakes, think about it. But if you're already interested in learning more about distribution, read on.

But you probably know that you can't just walk into a job - in distribution or any other career. First you have to convince an employer that YOU are just the person they're looking for, and that your training will help you do the job. You have to sell yourself.

BTEC CAN HELP YOU

HOW CAN BTEC HELP?

By offering qualifications worth having, because they will tell an employer more about what you can DO than a purely academic qualification. Unlike O and A levels, BTEC courses are work-related, which means they are designed with specific career areas in mind. Employers help to design them, which means they put into them what they expect to get out of them.

BTEC courses don't stuff you full of useless information. They start with your own natural interests and talents, and develop them into skills for a job that will suit you.

So you won't spend all your time in a classroom, just taking notes and churning out facts. You'll play a much more active part - doing projects and practical work and, if you're not already working, your college will do its best to get you some actual work experience with a local employer, so you can try out the job for size. Everything is geared to giving you a real taste of working life, so that when you start work you'll feel so much more confident of coping with and enjoying the job. During the course you will be taught to work on your own initiative, as well as working as part of a team. So you won't just be developing skills needed for your job, you'll also be making friends.

All these things make a BTEC qualification a valuable opening into working life.

USE YOUR HEAD TO STAY AHEAD

BTEC courses are regularly revised to keep them up to date with changes in industry and commerce. For instance, just think of the effect the computer has had on business and industry. Well, many BTEC courses include some training in computer technology, quite apart from the specialised BTEC computing courses.

In a BTEC course in distribution you can expect to learn about the role of the computer in revolutionising stock control and the ordering, movement and payment of goods.

Yet the computer is only one aspect of the future.

BTEC CAN HELP YOU BE PART OF THAT FUTURE

BEST COPY AVAILABLE

BTEC CAN GET YOU RECOGNISED

Once you have chosen a career that suits you, you may wish to join the professional body concerned with your career, particularly as this can improve your promotion prospects. This isn't always easy and can involve having to pass a number of special examinations. Here again, BTEC can help. Some 100 professional bodies in the UK recognise BTEC awards for the purposes of admission or exemption from their own exams.

In distribution these include : the Institute of Marketing, Institute of Credit Management, Institute of Management Services.

I ALREADY HAVE A JOB, I'M TOO OLD TO LEARN NEW TRICKS. WHAT CAN BTEC DO FOR ME?

It can help you get a better one - either directly because your employer realises the value of a BTEC qualification, or indirectly by gaining you admission to a professional body. It can also help you in the job you are doing - by bringing your existing skills into step with change (particularly developments in modern technology) and by teaching you new skills.

WHERE AND HOW CAN I STUDY FOR A BTEC COURSE IN DISTRIBUTION?

BTEC courses in distribution can be taken at colleges and polytechnics throughout England, Wales and Northern Ireland. Study can be full-time, part-time, by day release (the usual method for students who are already working), block release or sandwich.. Most students on distribution courses are working and studying part-time.

WILL I FIND A COURSE TO SUIT ME?

BTEC offers courses in distribution at three levels - General, National and Higher National. Successful students can progress from one level to the next, or even go into higher education (BTEC National awards are accepted by many universities and polytechnics for entry into appropriate first degree courses). At each level students are able to specialise in subjects that particularly interest them. In a distribution course this could include wholesaling, display, food retailing, mail order, buying, international trade, law or marketing.

WHAT KIND OF PEOPLE TAKE BTEC COURSES IN DISTRIBUTION?

ANYONE who is 16 and has completed an English secondary education is eligible for a **BTEC General** course in Business Studies, taking a distribution specialism.

ANYONE who is 16 and has either a BTEC General award with credit or 4 CSEs at Grade 1 or 4 good O levels is eligible for a **BTEC National** course in Distribution.

ANYONE who is 18 and has an appropriate BTEC National award or 1 A level and 3 good O levels/CSEs at Grade 1 is eligible for a **BTEC Higher National** course in Distribution.

Courses generally last between 1 and 3 years.

For further details on entry requirements, length of courses, grants and sponsorships, pick up or ask for a BTEC Information Sheet.

I'M INTERESTED; WHAT DO I DO NOW?

For further details about BTEC courses

- contact local colleges to find out what courses they're running and the qualifications they expect you to have
- have a chat with staff in your local careers office
- write to BTEC at: Business & Technician Education Council, Central House, Upper Woburn Place, London WC1H OHH

For information about careers in distribution

- write to the Careers and Occupational Information Centre, Moorfoot, Sheffield.

SO WHY NOT LET BTEC OPEN A DOOR FOR YOU?

April 1984

BTEC Opens doors for you in Construction

BEST COPY AVAILABLE

GETTING A JOB IN CONSTRUCTION IS AS EASY AS SAWING WOOD

If that's what you think, it's certain you do NOT work in the construction industry.

Construction isn't just laying bricks. Take a supermarket, for example - the site has to be commercially attractive and have good access; the building needs planning permission and has to meet Building Regulations; it has to be designed to withstand all the wear and tear it will suffer, and with regard to the convenience and comfort of both customers and those who will work there; it has to be capable of offering all the services expected of it and do so economically.

All kinds of factors have to be considered - the basic structure and materials, heating and lighting, ventilation and waste disposal, plumbing and sanitation, lifts and other communications. All these services have to be commissioned, and their installation coordinated, programmed into the complete specification and costed.

Obviously not all these jobs can be done by one person, or even one firm. It requires teams of specialists, each with its own support personnel. So, you see the construction industry is about people as well as materials. Being able to work in a team - sharing responsibility, communicating with and organising others - is an essential part of the job. Just as important are the ability to think logically, to plan ahead, and a sense of economics and legal responsibilities. And it's not just a job for those who like the open air life. Before a single brick is laid there is plenty of work going on in general offices and drawing offices, using calculators and computers to help produce drawings and specifications and lists of the plant and materials needed.

If you want a job that offers variety, and if you want to share in the excitement of seeing a design on paper growing into a social amenity, whether it's a private house, a community centre, a supermarket or a swimming pool, then think about working in construction. If you do, you'll know you need more than a saw and a trowel. You'll need help in developing the right skills and know-how, help in persuading an employer that YOU were made for the job.

THE KIND OF HELP BTEC CAN GIVE

HOW CAN BTEC HELP?

By offering qualifications worth having, because they will tell an employer more about what you can DO than a purely academic qualification. Unlike O and A levels, BTEC courses are work-related, which means they are designed with specific career areas in mind. Employers help to design them, which means they put into them what they expect to get out of them.

BTEC courses don't stuff you full of useless information. They start with your own natural interests and talents, and develop them into skills for a job that will suit you; for example, as an architectural technician, building manager, building surveyor, services engineer or structural technician engineer.

So you won't spend all your time in a classroom, just taking notes and churning out facts. You'll play a much more active part - doing projects and practical work and, if you're not already working, your college will do its best to get you some actual work experience with a local employer, so you can try out the job for size. Everything is geared to giving you a real taste of working life, so that when you start work you'll feel so much more confident of coping with and enjoying the job. During the course you will be taught to work on your own initiative, as well as working as part of a team. So you won't just be developing skills needed for your job, you'll also be making friends.

All these things make a BTEC qualification a valuable opening into working life.

AND EMPLOYERS KNOW THIS

USE YOUR HEAD TO STAY AHEAD

Employers also know that BTEC courses are regularly revised to keep them up to date with changes in industry and commerce. For instance, just think of the effect the computer has had on business and industry. Well, many BTEC courses include some training in computer technology, quite apart from the specialised BTEC computing courses.

Yet the computer is only **one** aspect of the future.

BTEC CAN HELP YOU BE PART OF THAT FUTURE

BTEC CAN GET YOU RECOGNISED

Once you have chosen a career that suits you, you may wish to join the professional body concerned with your career, particularly as this can improve your promotion prospects. This isn't always easy and can involve having to pass a number of special examinations. Here again, BTEC can help. Some 100 professional bodies in the UK recognise BTEC awards for the purposes of admission or exemption from their own exams.

In construction these include: The Chartered Institute of Building, The Engineering Council, The Institution of Structural Engineers, The Royal Institution of Chartered, Surveyors, The Society of Architectural and Associated Technicians.

I ALREADY HAVE A JOB, I'M TOO OLD TO LEARN NEW TRICKS. WHAT CAN BTEC DO FOR ME?

It can help you get a better one - either directly because your employer realises the value of a BTEC qualification, or indirectly by gaining you admission to a professional body. It can also help you in the job you are doing - by bringing your existing skills into step with change (particularly developments in modern technology) and by teaching you new skills.

WHERE AND HOW CAN I STUDY FOR A BTEC COURSE IN CONSTRUCTION?

BTEC courses in construction can be taken at over 200 colleges and polytechnics throughout England, Wales and Northern Ireland. Study can be full-time, part-time, by day release (the usual method for students who are already working), block release or sandwich.

WILL I FIND A COURSE TO SUIT ME?

BTEC offers a range of courses in construction at two main levels - National and Higher National. Successful students can progress from one level on the next, or even go into higher education as BTEC National awards are accepted by many universities and polytechnics for entry onto appropriate first degree courses. At each level a choice of subjects is offered; in construction these include maths, drawing, surveying, computing and science.

WHAT KIND OF PEOPLE TAKE BTEC COURSES IN CONSTRUCTION?

ANYONE who is 16 and has 3 CSE's at Grade III in Maths, a science subject and English (or a subject using English) can take a **National Certificate.** Anyone who has 3 O levels at Grade C (or 3 CSE Grade 1s) can take a **National Diploma.** A Diploma course covers similar subjects to a Certificate course, but in greater breadth.

ANYONE who is 18, with a relevant BTEC National award, or an equivalent qualification, or suitable A level passes can take a **Higher National Certificate** or a **Diploma.**

Courses generally last between 1 and 3 years.

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